



FY 2015 CDBG RFP MANDATORY WORKSHOP

RFP Submittal Packets

**CIP-Public Facilities/Infrastructure Improvement Projects
CIP-Housing Rehabilitation Projects**

GENERAL INFORMATION

- Page limits – The intent is to provide the requested response in the space provided
- Format – Utilize the required font
- *Type response here:* Bullet points, numbering, insertion of tables permissible (formatted for such)
- Any questions regarding applications to CDBG@sandiego.gov

SUBMITTAL CHECKLIST

- Completeness – applicants' responsibility
- Sections
 - RFP Checklist, RFP Form, Supplemental Information Form
 - Fiscal Documents
 - Certifications
 - Agency Documents – Updates only
 - Project-Specific Requirements
 - Optional Documents

RFP SUBMITTAL CHECKLIST:

PROJECT-SPECIFIC REQUIREMENTS

CIP-HOUSING REHABILITATION

CIP-PUBLIC FACILITIES/INFRASTRUCTURES

- Lease Agreement/Deed (PF&I; HR Projects)
- Procedures for determining households to be assisted (HR Programs)
- Certification Regarding Use of Real Property (PF&I; HR Projects)
- General Information Notice (HR Projects)

- Signed construction bid (PF&I; HR Projects)
 - Bid contractor's CA license number
 - Statement that applicable prevailing federal wage rates and fringe benefits were included in the determination of the total project budget; if multiple funding sources, CDBG portion/budget must be highlighted and separated from other funding sources (i.e. two separate budgets for items listed)
 - This does not represent completion of the required bidding process should FY 2015 funding be approved

- Written documentation of construction schedule (PF&I; HR Projects)
- Photos of current conditions where status of proposed improvements are to be completed (PF&I; HR Projects)

- B.4.a. Must list a minimum of one measurable outcome
 - Outcome statements describe the benefits or positive or positive changes experienced by the target population as a result of the proposed project (e.g., the project's results)
 - Details are required to quantify how many individuals or households will realize each outcome, and how each outcome will be measure and documented
 - Must also describe the project benefit in relation to funding request

IF AVAILABLE:

- Building permit(s)
- Discretionary permit(s)
- CEQA Exemption or Negative Declaration or EIR Certification/Executive Summary Governing Board Resolution(s)
- Copy of Phase I Environment Site Assessment
- Historic Resource Technical Report
- Copy of Asbestos and Lead-Paint Survey Report
- Copy of Accessibility Survey Report

A. APPLICANT AGENCY INFORMATION

- Ensure the Funding Request information matches the information provided in D.1. of the RFP Form (Page 9)
- Ensure complete and accurate information is listed in all three Contact Information section
 - Distribution of correspondence from the CDBG Program Office regarding the RFP process will be limited to those listed
 - Any updates during the RFP process should immediately be provided by sending notification to CDBG@sandiego.gov

B. GENERAL PROJECT INFORMATION

- B.1. Relationship to the FY 2015-FY 2019 Consolidated Plan Goals
- B.2. Project Target Population
 - *Identified as highly vulnerable populations: Seniors; Food Insecure Households; Youth*
- B.3. Project Benefit to Low and Moderate-Income Individuals/Households
 - LMA Information
 - LMC Information

C: PROPOSED PROJECT CATEGORY INFORMATION

- C.1.a. – Select one listed category that is most appropriate for the proposed project; for Housing Rehabilitation projects, list the total number of housing units to be rehabbed
- C.1.b. and C.1.c. (HR) – If the housing units are not identified (Housing Rehabilitation Programs), provide confirmation of how the project will identify all housing units by 12/31/14

- C.1.b. (PF&I) C.1.c. (HR) – Provide a brief summary of the proposed project, then detailed descriptions as listed for each activity/service that the project will provide
 - Describe activity and timeline to complete

D. PROJECT BUDGET INFORMATION

- D.1.a. and D.1.b. – Indicate whether project activities will be completed by Subcontractors and/or Consultants and whether the project will collaborate with other service providers to achieve the stated outcomes
- If yes to either or both, provide detailed descriptions

PROJECT SELECTION CONSIDERATION

- ADA/Section 504 accessibility issues?
- Discretionary approvals required?
- City and/or other permits required?
- Environmental review required?
- Is the site historic or potentially historic?
- Site control and minimum 5-year lease from scheduled completion date documentation
- Section 3

PROJECT SELECTION CONSIDERATION

- Potential for unforeseen issues (i.e. termites, dry rot)?
- Lead and asbestos issues testing/mitigation?
- Improvement or client areas vs. administrative/staff areas?
- Materials lead time?
- City-owned facility?
- Compliance with HUD's relocation guidelines?
- Has agency issued a GIN Notice to the tenants prior to RFP submittal?

CONSTRUCTION SCHEDULE CONSIDERATIONS

- **Competitive Bidding Process should be included:**
 - Bid advertisement must be submitted to CDBG Project Manager for acceptance and approval
 - Advertisement must state project is federally funded and subject to Davis Bacon Federal Prevailing Wages, Section 3 and bonding requirements
 - Bid must be published for 14 calendar days
 - Bid due no earlier than 30 days from publication date
 - Bid must be published in a newspaper of general circulation and be posted at project site and main office

CONSTRUCTION SCHEDULE CONSIDERATIONS

- Bid Review and Contractor Selection Process should be included:
 - Agency reviews bids for accuracy and content
 - Agency meets with CDBG Project Manager to review bids and discuss selection of contractor
 - Contractor selected should be the lowest responsive bidder based on Agency bid cost analysis
 - Agency and contractor enter into an agreement
 - Agreement must include CDBG conditions and prevailing wage requirements

CONSTRUCTION SCHEDULE CONSIDERATIONS

- Pre-Construction Meeting should be included:
 - Held at project site with Agency, contractors and subcontractors
 - CDBG Project Manager will discuss the CDBG requirements
 - ❖ Confirm scope of work and project schedule
 - ❖ Prevailing wages, certified payrolls, worker interviews
 - ❖ ADA/Section 504 sign-off, if applicable
 - ❖ Development permits and plans required
 - ❖ Reimbursement process

CONSTRUCTION SCHEDULE CONSIDERATIONS

- Notice to Proceed (NTP) should be included:
 - The NTP allows Agency to begin construction activities
 - CDBG Project Manager issues NTP after Pre-Construction Meeting is held
 - All supporting documentation must be submitted
 - Agencies CANNOT be reimbursed for any work performed or materials purchased prior to issuance of the NTP
 - Agencies required to take all action necessary to obtain NTP within 90 calendar days from the start of FY 2015 (July 1, 2014)

CONSTRUCTION SCHEDULE CONSIDERATIONS

- **Construction Schedule Sample:**
 - Bidding Publication period: July 1 – 14, 2014
 - Project/job walk through: July 15, 2104
 - Last day to accept questions from contractors: July 20, 2014
 - Answers to contractors distributed: July 22, 2014
 - Last day to accept bids: July 30, 2014
 - Bid opening: August 12, 2014
 - Protest period: August 12-16, 2014
 - Meeting with CDBG Project Manager to discuss bid process and contractor selection: August 20, 2014

CONSTRUCTION SCHEDULE CONSIDERATIONS

- **Construction Schedule Sample:**
 - Agency Board approval obtained for selection of contractor and execution of an agreement with contractor/subcontractors: August 28, 2014
 - Agency agreement with contractor executed: September 13, 2014
 - Pre-Construction Meeting: September 20, 2014
 - Notice to Proceed obtained: September 27, 2014
 - Construction commenced: November 8, 2014